

**State of California
DUTY STATEMENT**

MSH3002 (Rev. 9/26/16)

Department of State Hospitals

Box reserved for Personnel Section

5408 Control No.#		C&P Analyst Approval		Date
Employee Name		Division Department of State Hospitals (MSH)		
Position No / Agency-Unit-Class-Serial 487-556-6753-001		Unit Plant Operations		
Class Title Supervisor of Building Trades		Location Plant Operations		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID	WORK WEEK GROUP	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

Coordinate and supervise the repair, maintenance, and minor construction work of buildings and structures at a State institution or group of State building's; may instruct, lead or supervise clients/patients; and do other related work.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
	<p><u>ESSENTIAL FUNCTIONS</u></p> <p>45% Lays out, assigns, reviews work, supervises and coordinates the activities of trades supervisors, leadspersons or journey persons in such fields as carpentry, grounds, masonry, and other building work. Supervises Vector Control. Performs ACM related work and hazardous waste management.</p> <p>15% Schedules and coordinated the flow of materials with the assignments of the various trade groups.</p> <p>10% Estimates labor and materials needed for specific jobs.</p> <p>10% Ensures that jobs are carried out according to plans and specifications.</p> <p>10% Assists in preparing budget estimates for material. Prepares reports and does other related work.</p> <p>5% Requisitions tools, material records.</p>

5%	<p><u>MARGINAL FUNCTIONS</u></p> <p>All other duties and special projects as assigned consistent with this classification.</p>
Other Information	<p>SUPERVISION RECEIVED</p> <p>Under the general direction of the Chief of Plant Operations I</p> <p>SUPERVISION EXERCISED</p> <p>Carpenters, Grounds Keepers and Vector Control</p> <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>KNOWLEDGE OF: Methods, materials, tools, and equipment used in building construction, maintenance, and repair work; methods used in requisitioning, receiving, checking, storing, and issuing materials and supplies; principles of effective supervision; codes, rules, regulations, safety orders and safety practices applying to the various building trades; department's affirmative action program objectives; a manager's role in the affirmative action program and the processes available to meet equal employment objectives.</p> <p>ABILITY TO: Assign, supervise, and inspect the work of building trades journey persons, lead persons, or supervisors; schedule and coordinate the work of the various trade groups required on a job; read and interpret blueprints and work from plans and specifications; estimate material and labor requirements; analyze situations accurately and adopt an effective course of action; keep accurate records and prepare reports; effectively contribute to the department's equal employment objectives.</p> <p><u>REQUIRED COMPETENCIES</u></p> <p>PHYSICAL</p> <p>The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized work needed to carry out the essential duties of the position. This includes, but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 50 pounds, lifting and carrying up to 50 pounds, and repetitive fine motor and hand motion.</p> <p>SAFETY</p> <p>Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.</p> <p>CULTURAL AWARENESS</p> <p>Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.</p> <p>CPR</p> <p>Maintains current certification.</p> <p>SITE SPECIFIC COMPETENCIES</p> <ul style="list-style-type: none"> • Interact successfully in a team environment. • Communicate successfully in a diverse community. • Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to aggressive clientele and adversarial conditions. • Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal matter so as not to alienate or antagonize them.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Provide supervisory consultation//direction in disciplinary matters

LICENSE OR CERTIFICATION - not applicable**TRAINING** - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date

